



# Office of the City Clerk

Weekly Report – for Week Ending October 17, 2014

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

### City Primary/General 2015 Elections:

Staff continues polling place recruitment. To date, 732 polling places have been recruited of the 1,514 needed for the March election.

Staff continues conducting recruitment and outreach efforts for the City Employee Poll Worker Program. To date, 111 of our target of 800 applications have been received.

A total of 32 high schools in the Los Angeles Unified School District have signed up for the STAR Student Poll Worker Program.

To date, 15 community based organizations have committed to partner with the City Clerk's "L.A. Votes!" voter outreach targeting strategy for the 2015 Municipal Elections.

**Novus Agenda Management System/Electronic Submissions** – Council and Public Services' pilot group comprised of City Departments continues to test the electronic submission of documents. The project is ahead of schedule and new milestones were created. Training of Council and Public Services staff for intake of documents continues.

### Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	0/3
Number of Notices/Publications	19
Number of Contracts Attested	33
Number of Council Files Created	66
Number of Claims Received	127
Number of Referrals	55
Number of Council Meetings	4
Number of Committee Meetings	5

**Claims Against the City - Electronic Forms** - Staff met with the Information Technology Agency and City Attorney to discuss the workflow of the form submission process. Once the claimant submits the claim form online, the information will be processed and electronically transferred into the City Attorney's Claims database.

**Microfilm Conversion of City Council Minutes** - 18 reels of microfilm containing Council Minutes were converted to a digital format for online access this week. That brings our total to 141 reels converted this fiscal year and 336 reels total, which represent 66% of this year's project and 42% of the total four year project respectively. The City Council minutes are now available on line back to May of 1933.

**Delegation from Yunnan Province, China** - The Records Center hosted a delegation and provided a tour of the City Archives and Records Center for 16 archivists from the Yunnan Province in China.

**Mentoring Day** – The Records Management Division and the Administrative Services Division participated in the Department on Disability's Mentoring Day program.

## TOP ITEMS

- **732 of 1,514 Polling Places recruited**
- **Candidate Filing Briefing - Saturday October 18th**
- **Delegation Visit from Yunnan Province, China to the City Records Center and Archives**



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## Neighborhood and Business Improvement Districts:

The Management District Plan and Engineer's report for the Los Angeles Tourism Marketing District Business Improvement District's renewal was submitted for review. The Economic Development Committee approved the Annual Planning Reports for the Sherman Oaks and Hollywood Media Business Improvement Districts.

Staff met with the City Attorney to discuss the Arts District Refund project.

**Fiscal** – Staff continued efforts in providing cost information to the Controller related to Cost Allocation Plan 38; continued preparation of the FY15/16 Proposed Budget; processed payments and transfers for several Council Trust Funds; reconciled the CD 13 Public Benefits Trust Fund; and coordinated with the Controller and City Attorney to reconcile prior year City liability payouts.

**AB1290/Council** – Staff has twelve (12) contracts and amendments in process, closed out three (3) contracts, processed three (3) payments, and has ten (10) close outs in progress

**General City Purposes** – Staff received 22 GCP allocation requests, processed 11 invoices for payment, executed one (1) contract, and closed out 17 contracts.

**Personnel** – Staff provided Family Medical Leave orientation for one City Clerk and one Mayor employee; attended the Houston Employee Assessment and Review (HEAR) training as provided by the Personnel Department; reconciled PAYSR work orders for the NABID Section retroactive to July 1, 2014.

## ISSUES

None to report.

## UPCOMING . . .

**City Elections - Candidate Briefing Presentations** - October 18 and November 1, 2014.

**Disaster Recovery** - The City Clerk semi-annual systems disaster recovery test will be conducted October 25, 2014.